

April 2000

We are pleased to release EDEExpress for Windows, Version 5.4.2. This service release will load Pell and Direct Loan module enhancements and resolve issues present in the most recent EDEExpress release, Version 5.4.1. The details of these changes are located in the section “Issues Fixed in EDEExpress, Version 5.4.2.”

We have enclosed the following items in this letter:

- Procedures for installing the upgraded version,
- Set of important reminders,
- List of configuration management issues we implemented in Version 5.4.2, and
- Results gathered from EDEExpress benchmark testing.

What You Should Do

- Review the information attached to this letter, and
- Use the attached instructions to install Version 5.4.2 on your computer.

If You Need Further Information

The EDEExpress Customer Service staff of the Central Processing System (CPS) can handle all of your EDEExpress for Windows questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You may also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM** and a representative will respond within 24 hours.

If you have technical questions about our SFA systems and software, you may want to subscribe to our e-mail listserv, SFATECH. For more information about SFATECH, look online at **<http://www.ed.gov/offices/OSFAP/SFATECH/listserv.html>**

CPS Customer Service

EDEExpress for Windows, Version 5.4.2

The Department is pleased to announce the release of 1999-2000 EDEExpress for Windows, Version 5.4.2.

Table Of Contents

Issues Fixed in EDEExpress, Version 5.4.2.....	3
<i>Pell</i>	3
<i>Reports</i>	3
<i>Direct Loan</i>	3
EDEExpress Supports These Printers	3
EDEExpress Benchmarking Tests.....	4
<i>Imports Benchmarking Tests</i>	4
<i>Reports Benchmarking Tests</i>	4
Downloading EDEExpress, V 5.4.2 from the Web.....	5
<i>Downloading the Software as One File</i>	5
<i>Downloading the Documentation</i>	5
Installing EDEExpress, Version 5.4.2.....	6
<i>Installing to a Stand-alone Computer</i>	6
<i>Installing to a Network</i>	7
<i>Installing the Software from Diskette</i>	7
<i>Warning</i>	7
Reminders.....	8
<i>Back Up Your Database Weekly</i>	8
<i>Optimize Your Database by Using Software Utilities</i>	8
<i>Run the Repair Database Utility</i>	8
<i>Improve EDEExpress Performance by Using the Compact Database Utility</i>	8
<i>Prevent Problems by Using the Verify Database Utility</i>	9

Issues Fixed in EDEExpress, Version 5.4.2

EDEExpress, Version 5.4.2 resolves the following issues.

Pell

- The last name on the Demo tab will no longer be overwritten with the Name ID when importing MRR records for existing students.
- When printing the Disbursement List in Name order, students with the same full name (first name, last name, middle initial) will now be grouped together by Social Security Number (SSN) rather than Disbursement Reference Number.
- When performing a comparison during a Pell Year-to-Date (YTD) import, the software will only print exceptions for student records with matching attended campus IDs in the YTD file and the EDEExpress database.

Reports

- The List-Processed Disbursements YTD report is added to assist schools in reconciling and accounting for Pell Program funds. The report prints the accepted amounts for processed disbursement records based upon criteria identified by the user. It includes Pell disbursement records with an RFMS disbursement status of either Accepted (A) or Corrected (C). You can also apply Selection Criteria to this report.
- The Multiple Reporting Record (MRR) has been modified to accept multiple MRR record types in single PGMR00OP files.

Direct Loan

- Gross Actual Disbursements and Gross Actual Fees will correctly truncate when an Action Type “J” (Net Adjustment) is made to a student loan record.

EDEExpress Supports These Printers

We tested the following printers that are supported in Windows NT 4.0, Windows 95, and Windows 98:

- | | | |
|----------------------|-----------------------|-----------------------|
| ▪ HP LaserJet III si | ▪ HP LaserJet 4M Plus | ▪ HP LaserJet 5 si |
| ▪ HP LaserJet 4 | ▪ HP LaserJet 4 si | ▪ HP LaserJet 5 si MX |
| ▪ HP LaserJet 4000 N | ▪ HP LaserJet 5M | ▪ HP LaserJet 6 MP |
| ▪ HP LaserJet 4M | | |

EDExpress Benchmarking Tests

These benchmarking tests were performed on EDExpress, Version 5.3, to measure its performance in varying processing environments. These results will not change for version 5.4.2 but are provided for the new EDExpress user.

Imports Benchmarking Tests

The table below reports the benchmarking results for EDExpress import files. We tested the Import process during normal working hours using different operating systems, PC platforms, and import files (all files had approximately 400 records). We conducted these tests on a Pentium 200 with 64 MB RAM. For the network tests, the EDExpress software was on the workstation and the database was on the server. The server used is a production server with approximately 200 simultaneous users. From previous benchmarking activities, we have not seen a performance difference between the Novell 3.12 environment and the NT server environment. Thus, we list only the Novell network environment below. The Time Elapsed column indicates the measurement of time starting when you click OK in the Import dialog box and the import process begins.

Component	Operating System	Benchmarking Volume	Time Elapsed	Network
Pell – ISIR Import Add	WIN 95	1000 records	36 sec	N/A
Pell – ISIR Import Add	NT 4.0	1000 records	9 min 10 sec	Novell
Pell – ISIR Import Add	NT 4.0	1000 records	30 sec	N/A
Pell – ISIR Import Add	WIN 98	1000 records	39 sec	N/A

Reports Benchmarking Tests

The table below reports the benchmarking results for EDExpress reports and lists. We tested these reports in Windows NT, Windows 95, and Windows 98 on HP LaserJet III, 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, and 6 MP printers. We conducted these tests on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when you click OK in the EDExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

Component	Benchmarking Volume	Operating System	Time Elapsed
Pell Disbursement List	Report	NT 4.0	2 seconds
Pell Disbursement List	Report	Win 95	2 seconds
Pell Disbursement List	Report	Win 98	2 seconds
Pell Origination Record	Report	NT 4.0	2 seconds
Pell Origination Record	Report	Win 95	2 seconds
Pell Origination Record	Report	Win 98	2 seconds

Downloading EDEExpress, V 5.4.2 from the Web

The software and documentation are distributed via the Internet using the SFAdownload Web site, <http://www.SFAdownload.ed.gov>

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** to request the diskette.

Note : Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

To download the Version 5.4.2 install file (EDEExpress V542.exe), follow the instructions in the next section:

Downloading the Software as One File

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address: <http://www.SFAdownload.ed.gov>
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDEExpress 1999-2000** to the left of this description. You are taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click the **Full Download** link to download the program that allows you to do the full installment. A **Save As...** dialog box will appear.
7. Choose the location on your hard disk to save the file, then press the **Save** button. The length of time it takes to download the software depends largely on the speed of your Internet connection.

Downloading the Documentation

You can download the paper documentation from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Cover Letter
- Installation Guide
- Technical Reference

Each of these documents has the date they were posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) download Web site address: <http://www.SFAdownload.ed.gov>

2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click on the type of documentation you want to download.
7. If you select an Adobe PDF formatted file, click **File, Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
8. If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.
9. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you want.
10. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

Installing EDExpress, Version 5.4.2

EDExpress, Version 5.4.2 is a service release to Version 5.4. You must continue to have Windows 95, NT, or 98 as your PC operating system to run this version. You must also be in compliance with the system requirements outlined in Action Letter #2 (October 1997).

To upgrade from Version 5.4.1 to Version 5.4.2, you must perform the following procedures:

1. Back up your Version 5.4.1 database.
2. Install Version 5.4.2.

Installing to a Stand-alone Computer

To upgrade from Version 5.4.1 to Version 5.4.2 on a stand-alone computer or workstation:

1. Back up your Version 5.4.1 database.
2. Close all running applications, including screensavers, e-mail notifiers, etc.
3. Go to **Start, Run**, and type the program directory where you downloaded the software.
4. Type the file name itself (C:\Windows\Temp\EDExpressv542.exe). Click **OK**. This extracts the necessary install files and automatically launch the install program. Mark the checkbox for the modules you use, so module fixes can also be installed.
5. Reboot your PC.

Installing to a Network

If you have multiple PC workstations accessing a networked EDEExpress database,

1. Copy the install file from PC to PC, running the install on each as you proceed. Or run the installation program from the network drive it is saved to.
2. Reboot each PC after you have finished installing the software.

Installing the Software from Diskette

The primary method for installing EDEExpress on your computers is by downloading the software from the SFADownload page. If that method is unavailable to you, call Title IV WAN Customer Service at **800/615-1189**, or e-mail them at **T4WAN@NCS.COM** to request the diskette.

1. Back up your Version 5.4.1 database.
2. Close all Windows applications, including screensavers, e-mail notifiers, etc.
3. Insert Diskette #1 in the A: drive.
4. Select **Start** from the Task bar.
5. Select **Run** from the Start pop-up menu.
6. Type **a:\setup** at the Open entry field and click **OK**. The software is installed to the default directory C:\PROGRAM FILES\EDESUITE\EDEXPRESS for Windows v5, unless you choose another location.
7. When prompted, insert the diskette and click **OK**.
8. Mark the checkbox for any modules you use (so module fixes can be installed).
9. EDEExpress asks you a series of questions during the installation. These questions verify the location of the software on your hard drive. Each question has a default answer.
 - If the default is correct, click **Next** in response to each question.
 - If the default is not correct, select the correct answer and click **Next**.
10. When the installation program is finished installing the files, it prompts you to click the **Finish** button.
11. Reboot your PC.

Warning

You must perform your upgrades in version number order. If you have not yet updated from Version 5.1 to 5.2, or from 5.2 to 5.3, or from 5.3 to 5.4, or from 5.4 to 5.4.1, please do so by using the above directions prior to upgrading to Version 5.4.2.

For further information regarding the EDEExpress installation process, please consult the EDEExpress Installation Guide sent with Version 5.0.

Reminders

Back Up Your Database Weekly

Before you upgrade your EDEExpress to Version 5.4.2, you must back up your database so that you don't lose your data.

You should back up your EDEExpress database file, EXPRES90.MDB, regularly. We recommend that you back up your files at least weekly.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Optimize Your Database by Using Software Utilities

The EDEExpress for Windows software contains database utilities that allow you to optimize your database if you encounter problems. We recommend that you repair, compact, and verify your database once a week. If all three are successful, back up the database (see section above).

Run the database utilities in the following order:

1. Repair database.
2. Compact database.
3. Verify database.

For specific information regarding repair, compact, and verify, see the appropriate section below.

Run the Repair Database Utility

The repair database utility resolves inconsistencies (also called a database corruption) in record storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDEExpress for Windows updates your records.

EDEExpress may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least equal to the current size of the database.

Improve EDEExpress Performance by Using the Compact Database Utility

The compact database utility improves the performance of EDEExpress for Windows by optimizing the database (EXPRES90.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDEExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.

Prevent Problems by Using the Verify Database Utility

The verify database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.